

Senior Leadership Team – minutes

27 January 2020

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Gill Bull and Ian Hulme had given apologies for absence.

Andrew Hubert welcomed Jen Green to her first SLT meeting.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were approved as an accurate record.

Actions and decisions

Chris Braithwaite reported that the action in relation to the leadership offer at the ICO had been completed. Suzanne Gordon reported that she would provide an email update on the action in relation to delivery of service alignment objectives.

3. High level business case approvals

Issue

SLT considered the prioritisation of high-level business cases as part of the preparation for 2020/21 budgeting and business planning. In considering the business cases, SLT noted that Management Board had identified priority areas for the ICO to build capacity and capability, specifically: cyber skills (in particular cyber investigations); research and understanding the views of stakeholders; and technology and innovation.

Decision

SLT agreed that those business cases classified as Tier 1 in the report were appropriately classified. It would be beneficial to do further analysis of options for phasing and in-year spend rates of these projects to support robust budget planning.

In addition, business cases for resources which related to the ICO fulfilling statutory obligations should also be classified as Tier 1.

The following additional business cases need to be developed for potential inclusion as Tier 1 business cases:

- Real-time bidding investigation.
- Provision of ROSA laptops and licences.

In addition, business cases relating to issues on which the ICO has made strategic commitments should also be prioritised.

Business cases for research should be reviewed and combined where possible, to form an overall business case at the top of tier 2.

Business cases relating to project management office resources and software should be reviewed as a group to further develop the requirements and identify potential efficiencies.

The business cases relating to enabling the other statutory codes should be reviewed to ensure that there is sufficient support to deliver these codes.

All business cases should be reviewed from a perspective of an EU adequacy assessment, to ensure that any business cases which will be needed to support an adequacy assessment are also prioritised.

The accredited investigators training needed to be completed during 2020/21. However, this was currently projected to be included within the Learning and Development budget, so the business case did not need to be prioritised through this process.

The business case for ICON did not need to be in tier 1, but would be desirable to progress.

The business case related to the GPA Census was a key part of providing an enhanced evidence base to support the ongoing work programme under the Commissioner's tenure as Chair and is therefore desirable.

Actions

Mike Fitzgerald to review the costs and benefits of achieving ISO 27001. *Due date: 24/2/20*

Louise Byers and Jo Butler to facilitate further development of the business cases. *Due date: 24/2/20*

Louise Byers to bring a further report on revised and further developed business cases to a future SLT meeting. This will be presented alongside further budgetary information from Andrew Hubert. *Due date: 24/2/20*

SLT thanked Joanne Butler and Peter Bloomfield for their work to collate and analyse the business cases, and all staff from across the organisation who had developed the business cases.

Following this item, James Dipple-Johnstone, Simon McDougall, Lynne Currie, and Joanne Butler left the meeting.

4. Refocusing and communicating our Regulatory Action Priorities

Issue

SLT considered a report which set out proposals for refreshing the regulatory action priorities. SLT noted that this revised process would be also beneficial for the process business cases and business planning in future years.

Decision

SLT supported option 2 set out in the report.

Actions

Chris Braithwaite and Andy White to arrange a meeting of SLT and ET to agree the regulatory action priorities for 2020/21. Due date: 31/3/20

Following this item, Ali Shah left the meeting.

5. SLT lessons learnt

Issue

SLT discussed the lessons learnt from SLT meetings in the last quarter. The key successes had been the development sessions with Department Heads, regular attendance by the Chair at ET meetings, and the process for agreeing reports by email.

Key issues for further development were ensuring that SLT members receive meeting papers as early as possible and ensuring strong internal communications of the outcomes of the meetings.

Actions

Chris Braithwaite to ensure that SLT members have access to SharePoint to access SLT reports which have been submitted. Chris Braithwaite to also review other methods to ensure prompt circulation of SLT papers. Due date: 24/2/20

6. Management Accounts

SLT noted the report.

7. Risk and opportunity management

SLT noted the report.

8. SLT strategic work programme

SLT noted the report.

9. Record of reports considered by e-mail since the last meeting

SLT noted the report.

10. Key messages to staff

SLT agreed that the key messages for staff were the prioritisation of business cases for 2020/21 and the refocusing of regulatory priorities.

8. Any other business

There were no items of other business.

Attendance

Members

Emma Bate	Director of Legal Services (Regulatory Advice and Commercial)
Louise Byers	Director of Corporate Affairs and Governance
James Dipple-Johnstone	Deputy Commissioner (Regulatory Supervision)
Steve Eckersley	Director of Investigations and Intelligence
Mike Fitzgerald	Director of Digital, IT and Customer Services
Suzanne Gordon	Director of Public Advice and Data Protection Complaints Service
Jennifer Green	Director of Communications
Andrew Hubert	Director of Resources
Paula Hothersall	Director of Strategic Policy (International)
Simon McDougall	Executive Director – Technology and Innovation
James Moss	Director of Legal Services (Regulatory Enforcement)
Andrew White	Director of High Priority Investigations and Intelligence
Amanda Williams	Director of Regulatory Strategy (Parliament and Government Affairs)

Attendees

Tim Bowden
Joanne Butler
Lynne Currie
Ali Shah

Acting Head of Corporate Communications
Head of Risk and Governance (for item 3)
Head of Innovation (for item 3)
Head of Technology (for item 3)

Secretariat

Chris Braithwaite

Senior Corporate Governance Manager